

PRESENTATION SKILLS



Introduction

Wouldn't it be great to eliminate the fear of public speaking and deliver presentations that are polished and really get your message across? Our Presentation Skills programme offers a step-by-step approach to help you create, develop, and deliver dynamic presentations.



Workshop Benefits

Through this program, you will learn skills that enable you to;

- ✦ Plan and prepare your presentation
- ✦ Know how to understand your audience
- ✦ Stick to your key messages
- ✦ Bring your presentations to life
- ✦ Field questions effectively
- ✦ Control difficult delegates
- ✦ Know the pitfalls to avoid

Workshop Content

Creating a Learning Environment

- Processes to get audience buy-in
- Keeping the audience engaged
- Effective language to create a safe state for the audience/learners
- How to inspire your audience to take the action you want

Simplifying the delivery of your content

- How to create 'aha' moments
- More content does not equal more learning!
- Delivering complex topics

Getting your message across effectively

- Application of Gardener's Multiple Intelligences
- Changing the audience's state to increase engagement
- Audience-centred design process and practice

Delivery tools and techniques

- Giving clear instructions
- Managing timing (signal-response)
- Music to enhance the experience. retention
- Show you know sessions
- Reviewing activities
- Use of visuals to help retain and recall key messages
- Practice

Duration of workshop: 2 days